

**LISTING PROPERTY IN THE NATIONAL REGISTER OF HISTORIC PLACES IN
MICHIGAN: THE PROCESS & REQUIREMENTS**
State Historic Preservation Office
Michigan State Housing Development Authority
Department of Energy, Labor & Economic Growth
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Thank you for contacting the State Historic Preservation Office (SHPO) concerning listing property in the National Register of Historic Places. The process of listing property in the national register includes the following steps:

- A preliminary evaluation of the property's eligibility for the national register by SHPO staff.
- Preparation of national register nomination materials by the applicant.
- Approval of the nomination materials by SHPO staff.
- Presentation of the property to the State Historic Preservation Review Board for its approval.
- Submission of the nomination materials to the national register by the SHPO.
- Listing of the property in the National Register of Historic Places.

PRELIMINARY EVALUATION OF THE PROPERTY'S ELIGIBILITY FOR THE NATIONAL REGISTER BY SHPO STAFF

Unless we already have sufficient historical information on the property in hand because of previous applications for the Michigan State Register of Historic Sites or other historic designations, we will request you to complete a National Register of Historic Places Preliminary Questionnaire for the property. The Preliminary Questionnaire is available at the SHPO's national register website, www.michigan.gov/nrhp. Go to the third paragraph, "Is My Property Eligible for Listing in the National Register?" Click on the reference to the "National Register of Historic Places Preliminary Questionnaire." A paper copy of the questionnaire will be mailed to you upon request.

Plans for submitting the completed questionnaire to us in electronic format are under way, but for now: Complete the questionnaire and mail it to us along with clear photographs of the property (basic 4 x 6 color prints from your local store will serve for this initial review), a sketch map showing its location, a sketch site plan (if the property contains a number of historic buildings or other features), and supporting historical documentation. We will usually be able to review the questionnaire within a few weeks or less, and will contact you with the results of our evaluation. In some cases we may need to request additional information before completing an evaluation.

If we evaluate the property as appearing to meet the criteria for listing in the national register, we will encourage you to proceed with preparing the forms and accompanying documentation needed to obtain listing for the property.

PREPARATION OF NATIONAL REGISTER NOMINATION MATERIALS

Listing a property in the national register requires the preparation of an application, or nomination, that includes a National Register of Historic Places Registration Form (NPS Form 10-900), photographs, mapping, and other documentation.

Go to the national register's official website, www.nps.gov/history/nr, for the following basic tools (there is another "National Register" website, www.nationalregisterofhistoricplaces.com, out there, but it is not the "official" site and contains some erroneous information):

- The national register Registration Form in a Word template;
- The instruction manual for preparing nomination materials, *Guidelines for Completing National Register of Historic Places Forms, Part A: How to Complete the National Register Registration Form*; and
- The register's photographic requirements. See, under Publications, Technical Assistance for Preparing Nominations, the "National Register Photo Policy Factsheet," and also *How to Improve the Quality of Photographs for National Register Nominations*.

See also the following additional instructional materials at the SHPO's national register website, www.michigan.gov/nrhp (these are available by mail as well):

- "Supplemental Instructions for National Register Nominations" and
- "Mapping Requirements for National Register Nominations."

The SHPO will also often be able to provide a paper copy of a sample completed nomination form for a property something like yours as a guide to the appropriate level of information needed and the format.

In addition, the SHPO maintains a list of people who do national register nomination work for hire at your request. Contracting this work out can often expedite the process of listing property in the national register. The list can be found at the main SHPO website, www.michigan.gov/shpo, under Incentives, Tax Incentives, Historic Preservation Consultants, Historians/Architectural Historians.

Who Prepares the National Register Nomination Materials?

Not the SHPO. Because of the work load the SHPO staff prepares few nominations in-house. It will be the applicant's responsibility to provide the SHPO with a nomination form and the accompanying documentation that meet all national register and SHPO standards and requirements. The SHPO will not proceed with the process of nominating a property to the national register until the application is complete and in final form. See the list of required items to complete the national register nomination under **Before We Place Your Property on the Agenda for a State Historic Preservation Review Board Meeting** on the next page.

Submitting a First Draft of the Nomination

At this initial stage, please provide a completed 10-900 Registration Form and the following (if not previously submitted):

- A set of color images on a CD-R or color print photographs that depict the property's current condition. We cannot review the description statement without adequate photographs. Provide views that together illustrate all primary facades, the grounds and environment, and important details and interior spaces. Standard color photographs – rather than the black and white prints needed for the final product – are acceptable for our use in reviewing the description at this stage.
- Copies of source materials used in documenting the property's history and preparing the significance statement. We will need to be able to verify the information presented in the significance statement before proceeding to nominate the property.
- A map showing the property's precise location.
- A site plan or map of the property, if it contains multiple buildings and features (such as a farm or farmstead, industrial or institutional complex, park, cemetery, or estate, for example).

We will review your nomination materials as soon as time permits and get back to you with our comments. Nomination materials are normally reviewed within four-six weeks of receipt, but applicants should be aware that other duties sometimes prevent this timely a response to submitted nomination materials. Following receipt of comments on the first draft, prepare the final nomination materials.

Site Visit

Unless SHPO staff is familiar with the property, a site visit to inspect the property will generally be required before the nomination materials are accepted as final.

APPROVAL OF THE NOMINATION MATERIALS BY SHPO STAFF

Following SHPO staff approval and before being submitted to the Keeper of the National Register of Historic Places, national register nomination materials are reviewed by the State Historic Preservation Review Board at review board meetings held three times per year. Nominations will not be scheduled for consideration by the review board until all materials are complete and in final form. Complete and in final form means that the final version of the nomination that incorporates all requested revisions and all other required items has been received and accepted by us.

Before We Place Your Property on the Agenda for a State Historic Preservation Review Board Meeting

We will require the following, complete and in final form:

For all nominations:

- Paper copy of the complete national register nomination form, approved by the national register coordinator.
- A CD or email containing the entire nomination form in Word.
- **Two** originals of any site plans or maps. These must meet the SHPO's mapping standards.
- **Two** original sets of the prints of the nomination photographs, both sets labeled as per national register requirements stated in the "Photo Policy Factsheet."
- **One CD-R containing color images in tif** to be submitted to the National Park Service as part of the national register nomination package. Images must be formatted and labeled and the CD-R labeled in accordance with the national register's requirements. **A second CD-R with the same images in jpeg** for the review board presentation.
- One USGS map with the nominated property plotted **in pencil** and the UTM references calculated. The SHPO will calculate the UTMs upon request.
- A copy of the source material used in preparing the nomination.
- Mailing list of owners for all properties included in the nomination, whether they contain buildings or not. The list must provide for each property both the property address and the owner's mailing address. For churches, institutional properties, and properties owned by governmental bodies, a name and title for the appropriate person to be notified must be provided. For districts containing twenty or more properties, provide an Excel Spreadsheet list of owners, properties owned, and mailing addresses (contact the national register coordinator for specifics).

For nominations prepared by consultants retained by the applicants:

- A final electronic version of the nomination form, and a CD-R containing any maps (other than the USGS map) or site plans, and color printouts of the nomination photographs.
- Provide a visual presentation of the site for inclusion in the PowerPoint presentation of sites to the review board. Prepare the presentation in accordance with the following instructions (contact Todd Walsh at walsht@michigan.gov if you have questions).

1. Prepare your photographs

While the National Park Service requires images to be submitted in TIFF format, JPEGs work best for PowerPoint presentations (lower file size). When converting your images for submission to the NPS, be sure to save one set in JPEG format.

2. Prepare your presentation

- a. You can use any presentation software to prepare your presentation as long as you can save the file in either PPT or PPS format. Microsoft's PowerPoint is, of course, the most popular, but Google Docs and Open Office also have presentation software, and they are both free.
- b. If you are presenting a historic district, be sure to include a map of the district as your first slide.
- c. The images should be inserted into blank slides – *please do not use any type of template or background other than plain white.*
- d. Be sure your images are placed and sized how you would like them on the slides.
- e. Be sure to place the slides in the order in which you intend to present them.

3. Save your presentation

Save your presentation in either PPT (Presentation) or PPS (PowerPoint Show) format.

4. Submit your presentation

- a. You may submit your presentation to the SHPO by including it on a CD, USB/flash drive, or by such file transfer web sites as SkyDrive, You Send It, or SlideShare. In the case of submission via website, please email the link to either Robert Christensen at christensenr@michigan.gov, or Todd Walsh at walsht@michigan.gov.
- b. Please note that some web services may have a feature that requires you to select whether or not to make your presentation downloadable. If you use such a service, please be sure to select downloadable.

PRESENTATION TO THE STATE HISTORIC PRESERVATION REVIEW BOARD

The process of nominating property to the national register includes presentation of the property to the State Historic Preservation Review Board, held three times per year, usually in mid-January, early May, and mid-September. The property is presented to the board through a five-minute presentation using electronic images in a PowerPoint presentation. A SHPO staff member will make the presentation or, if a consultant was retained to prepare the nomination materials, that person will be required to present the nomination. Property owners and other affected parties are notified and given an opportunity to attend the meeting and make brief comments to the board.

Thirty to seventy-five days prior to the review board meeting date, the SHPO provides written notification to the property owner, chief elected official of the local governmental unit in which the property is located, and other interested parties of the nomination and the date, time, and place of the review board meeting. The federal regulations governing the national register program allow the SHPO to publish a notice in a local newspaper that serves the area in lieu of sending individual letters to owners in the case

of districts with more than fifty property owners. The SHPO will generally opt to send the individual letters even for more-than-fifty-property districts because of the excessive cost of publishing notices.

SUBMISSION OF THE NOMINATION MATERIALS TO AND LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

Once the nomination materials have been approved by the review board and State Historic Preservation Officer, they are forwarded to the National Register of Historic Places, National Park Service, U. S. Department of the Interior. Listing in the national register normally takes place about forty-five days following their receipt of the nomination materials. We are informed of new national register listings weekly by email, and will notify the applicant by letter as soon thereafter as possible.

DEADLINES

Deadline for Submission of Draft Nomination Materials (except for Certified Local Governments – see below)

The first version of the nomination materials should be submitted to us at least **ten weeks** prior to the meeting of the State Historic Preservation Review Board at which you hope to see the property presented to the board. This will generally provide adequate time for us to review your nomination materials and return them to you and for you to make any needed revisions and submit the final version to us before the deadline for the next review board meeting.

Deadline for Submission of Final Nomination Materials (except for Certified Local Governments – see below)

Because intent-to-nominate letters must be mailed to property owners and public officials at least thirty days prior to a scheduled review board meeting under the federal regulations governing the national register program (36 CFR 800), the revised nominations should be submitted **six to eight weeks** prior to the review board meeting at which they will be considered to be assured that the SHPO will have adequate time to review the final materials before the deadline.

Deadlines for Nominations of Properties in Communities That Are Certified Local Governments (CLGs)

The following Michigan communities are Certified Local Governments: Allegan, Ann Arbor, Battle Creek, Bay City, Canton Township, Detroit, East Lansing, Farmington Hills, Grand Rapids, Holland, Jackson, Kalamazoo, Lansing, Mason, Menominee, Monroe, Rochester Hills, Saline, Washtenaw County, and Ypsilanti. Initial drafts of nominations for properties in these communities should be submitted **at least fourteen-sixteen weeks** prior to the meeting at which they will be considered. The final nomination materials must be submitted **at least twelve weeks** prior to the review board meeting at which they will be considered so that they can be reviewed and accepted as complete and in final form at least ten weeks prior to the meeting. This length of time is needed in order to fulfill the notification requirements for CLG communities.

Following acceptance of the final version, we will notify the applicant of the date of the review board meeting at which the nomination will be considered. Review board meetings are normally held in mid-January, early May, and mid-September.

For Further Information:

Contact Robert O. Christensen, National Register Coordinator

Phone 517/335-2719

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